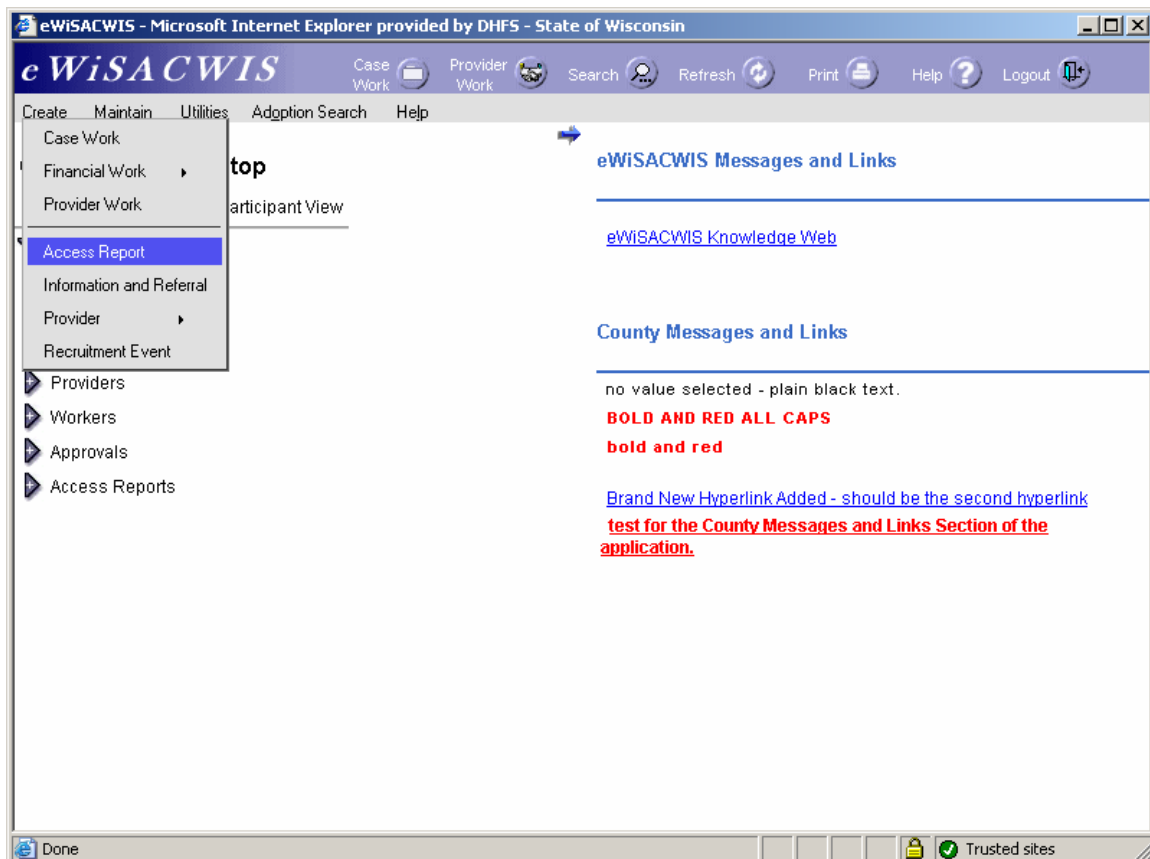# Access Reports

Introduction

Access has been designed as a single point of entry. A user will not be required to determine if the matter is a Child Abuse/Neglect or Children's Services Report prior to launching the Access Report. However, a final report type decision (CPS Access Report or Services report) must be documented prior to supervisory screening.

To begin, select Create > Access Report.

The Access Report contains the Access Information group box. The Report name will be blank because the participants have not been identified yet. The Access Report Type will default to Undetermined. The next screenshot will explain the Access Report Type field. The Date/Time Report Received will default to the present time. This is a user entered field on the Decision Tab. The Response Time (R/T) will pre-fill once the Supervisor's Response Time has been determined on the Decision Tab. The ID is a specific system generated number to identify the Access Report (which is different from the case number).

The Access Report Type is user selected from a drop down menu. The values of CPS Report, Services Report and Undetermined are available. The user will be able to switch the Access Report Type throughout the life of the Access Report until it has been finally linked to a case. The type of report selected will determine which tabs and fields need to be completed.

The first section of this guide will explain how to complete a <u>CPS Report</u>. The second section will explain documentation for a <u>Services Report</u>.

CPS Report

1. Once the CPS Report has been selected from the Access Report Type, eWiSACWIS will require certain tabs and fields to become required in order to document the needed information.

2. Complete all required narrative fields. Note that all fields will not be shown in this example. Various text fields will have a hyper link that states See Related Access Appendix. These hyperlinks will take the user to the online CPS Access Standards. The CPS Access Standards will help guide the user regarding CPS policy.

   The last narrative section on this tab is Directions to the House. This is the only non-required field on the Narrative Tab (not shown on this example).

3. The Participants Tab is used to record all of the participants in the case. Use the Add/Edit button to Search out participants to the case. To learn more about Search, please see the related Quick Reference Guide on Search. For the screenshot below, all participants have been Searched and added to the Participants Tab.

    The Names, Gender, DOB, Age and Race will pre-fill from the Person Management record. Relationship and Roles are user entered required fields.

    The Alleged Maltreator should be listed as a case participant.

4. The Relationship field revolves around the Reference Person (Head of the House). Usually this is the adult female. Relationships are defined as how the participant is related to the Reference Person. For example, a three generation case - mother, adult daughter, adult daughter's son. The adult daughter is the reference person, the son is the biological child and grandma is the mother. See the Quick Reference Guide – FAQ Reference Person Flow Chart for further information.

5. Select the roles from the Roles hyperlink for the participants. The Report Name (RN) code should be used for the Reference Person. This will populate into the Access Information group box. The Reporter is the case participant who reported the referral. If this is law enforcement, teachers, or other professionals that made the report and have no other relation to the case, only use the role of reporter.

Roles -- Web Page Dialog

eWiSACWIS   Print 🖨 Spell Check ✓ Help ?

Participant
Name: Goodman, Kristina

Roles

Select	Roles Description	Code
☐	Alleged Victim	AV (CPS Report ONLY)
☐	Household Member	HM
☐	Non-Household Member	NM
☐	Parent/Parental Role	PN
☐	Report Name	RN
☐	Reporter	RP

Continue   Close

The next screen shot displays the Relationships and Roles for the participants.

6. The Address Copy button allows the address from one participant to be copied over to other participants. Select a radio button from the Available Addresses To Copy group box for the participants that need the address updated in the Update Primary Address Selection group box. In the example below, Kristina's address will be copied over to Erica's and Michael's address.

7. The Reporter group box will pre-fill with the reporter as indicated by the roles selected for the participant. The name and phone number will pre-fill. The Relation to Alleged Victim and Report Method are user entered drop down values. If the reporter is a mandated reporter, the Mandated Reporter box will automatically check off based on Relation to Alleged Victim drop down menu. Check off the Notice to Reporter checkbox if a Mandated Reporter Letter was sent.

8. Use the Insert button to add a new line for each Allegation (multiple rows should be entered if there is more than one type of abuse or neglect being reported per alleged victim).

9. Select a value for the Alleged Victim and for the Alleged Maltreator Relationship to Victim from the drop down menu.

10. Select the Abuse/Neglect Code from the drop down menu.

Note: Mutual Sexual Activity is now reported on a CPS Report.

11. Select the Description hyperlink. This will open the Description pop up page. Select all values that apply.

12. If the Fatality box is checked off, a pop up message will appear directing the user to complete the Serious Incident Report under Options.

13. Complete additional rows for additional allegations.

14. The Date of Alleged Maltreatment is a user entered field. This field will pre-fill with the current date but can be back dated.

   Note: If multiple events of maltreatment are being reported in one Access Report please identify the earliest date of maltreatment in this field.

15. The Allegations Details group box CPS Report Type will pre-fill based on the relationship of the alleged maltreator to victim.   The address boxes are user entered but if the Incident Location Same as Report Name is checked off, the address of the Report Name will pre-fill.

16. The next tab is the Allegation Narrative tab. This is a required tab and all narrative fields need to be completed.

Note: This is where the alleged maltreator is to be identified by name.

17. The Prior Involvement Tab is a view only tab. The system will automatically search all participants in the data base and return any cases that they have been involved in. The tab will show the dates of the reports, report id, the report name, the report type, screening decision, case id, findings, and if there are any safety concerns for the worker. The view hyperlink will allow the user to view the report. Prior Involvement records for participants with the only role of Reporter will not appear.

18. The final tab is the Decision Tab. This tab is where the worker and supervisor make their screening decisions. The first group box is the Worker Recommendation box. The worker can Screen In, Screen Out or Pend the Access report. The date the report was screened in or out will pre-fill in the Date/Time Decision Made field. If the Access Report was Screened In, a Response Time is required from the drop down menu which is shown on the Supervisor Decision group box. A Reason for the screening recommendation is also required from a drop down menu. The worker also has an optional narrative field to explain the screening recommendation. Once the worker has made a screening decision, Save and Close the report. The report will be assigned to the worker's supervisor.

19. The Supervisors Decision group box works in the same manner as the Worker Recommendation group box except, when the Supervisor Screens In a report, the Create/Link Case hyperlink link appears. The supervisor will be prompted to search out to link the report to an existing case and assign the case to a worker or if there is no case, create a new case and assign.

20. The Status group box will pre-fill with the current date and time in the Date and Time Report was Recieved. This is an editable field to report the actual time received. The Primary Language field will default to English. This is a user entered field from a drop down menu. Finally review the six statements and check the boxes that apply.

21. The Options drop down menu has a wide variety of documents. Under Actions, the R/T Matrix (Response Time) is a tool designed with specific questions to help the worker make a response time decision. This is an optional tool.

Under Text, is a wide variety of letters and templates including Mandated Reporter Letter, the CPS Report, Serious Incident Report just to name a few.

Services Report

The Services Report is designed to document non abuse/neglect reports.

1. With the Access Report Type set to Services Report, only the first narrative field is required.

2. Select the Service Report Type from the drop down menu.

3. The Service Report Type will determine which Specific Services Requested will display. Select the appropriate values. Please note that if this report is for Drug Affected Infants, Lack of Care Due to Poverty, Medical Crisis – No Care because of Religion, and Relinquished Infant, additional narrative fields on the Narrative Tab will become required. Complete the Other Information group box if appropriate.

4. Complete the Participants Tab, Prior Involvement Tab and Decision Tab as outlined in the CPS Report sections.

5. The Options drop down menu will offer a variety of Text specific to Services Report.